

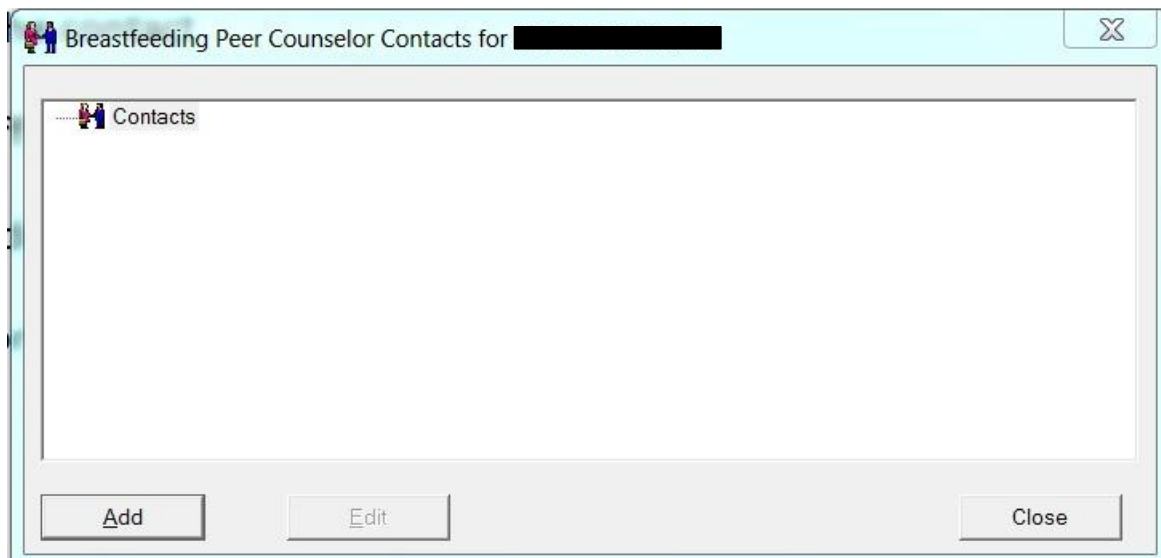
Documentation of BPC Contacts and Topics in M-SPPIRIT

To evaluate the Breastfeeding Peer Counselor Program in Montana, reliable and consistent data on breastfeeding peer counselor contacts and topics is necessary. In order to be able to extract this data from M-SPIRIT, documentation in the system must be uniform and consistent.

- ◆ BPC contacts can be in-person, by phone, text or face time, or if allowed as a home visit.
- ◆ If multiple topics are discussed during one visit, identify all topics. This counts as one contact.
- ◆ If multiple contacts occur on the same day, each contact should be a separate contact.
- ◆ This documentation can be completed by the BPC or by another WIC staff member from the BPC notes and instructions. The BPC making the contact is identified by name from a drop down list.
- ◆ Other WIC staff providing breastfeeding education, support and promotion will document their activities in **Manage Notes**.

In the participant's folder/chart:

1. Click on **Participant Activities**
2. Scroll down to **Breastfeeding**
3. Three options should appear, select **Peer Counselor Contacts**
4. The **Breastfeeding Peer Counselor Contacts for Participant Name** screen will appear, at the bottom select the **Add** button



5. Specify the **Date** of the contact



The screenshot shows a Windows-style dialog box titled "Add Breastfeeding Peer Counselor Contact". It contains the following fields and controls:

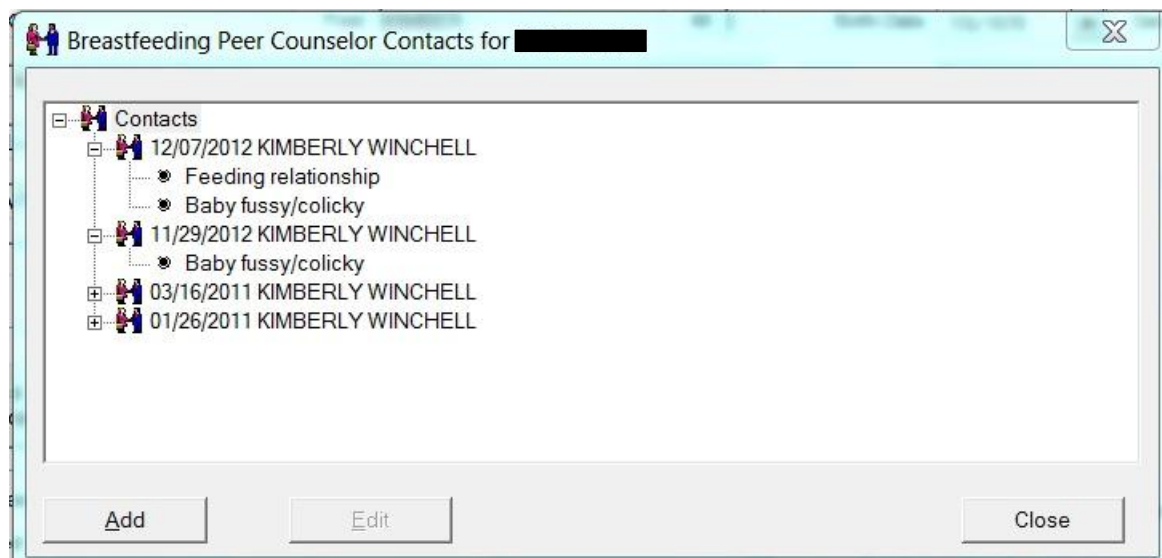
- Contact Date:** A date picker showing "12/28/2012".
- Is Referral:** An unchecked checkbox.
- WIC Staff:** A radio button that is selected, followed by a text input field and a dropdown arrow.
- Other:** A radio button that is unselected, followed by a text input field, a dropdown arrow, and a small button with three dots.
- Discussion Topics:** A list box containing the following items:
 - Cleaning and maintenance of breast pumps
 - Feeding relationship
 - Proper feeding methods
 - Weaning/cup feeding
 - Baby's bowel movements
 - Baby fussy/colicky
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

6. Select from **WIC Staff** or **Other** the Breastfeeding Peer Counselor
7. Select the **Topic(s)** addressed from the pull-down list
8. Click on **OK** to save or **Cancel** to not save

Once Breastfeeding Peer Counselor Contacts have been saved, they will appear on the **Breastfeeding Peer Counselor Contacts for Participant Name** screen. The most recent visit will list details of topics. If there are several contacts, it will look like this:



To view details of topics on prior visits, click on the + in the box by the contact date to change it to a – and the details will appear. The 11/29/2011 visit details are now available to view.



Clicking on the box to change it from a – to a + will close the details.